



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Fish And Wildlife Division.

Agency: Fish And Wildlife Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-278	RETAILER FILE FOLDERS These are files on accounts of retailers selling sport licenses and stamps for the Division of Fish and Wildlife, pursuant to IC 14-22-11 and IC 14-22-12. Supplement. A folder includes retailer application and agreement, plus related correspondence. File is arranged by account. Retention based on IC 34-11-2-6.	TRANSFER file folders of accounts with a zero (-0-) balance to the RECORDS CENTER at the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years in the RECORDS CENTER.
2	85-281	UNSOLD 1-DAY FISH LICENSES These are one-day fishing licenses returned to the Division of Fish and Wildlife by agents because they were not sold. Retention based on IC 34-11-2-6.	TRANSFER unsold licenses of accounts with a zero (-0-) balance to the RECORDS CENTER two (2) years after the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the RECORDS CENTER. TOTAL RETENTION: Six (6) years after the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	86-271	FISH KILL REPORTS This includes Report of Stream Pollution, State Form Number 28340, and State Department of Health Summary Report of Fish Kill. This may result in litigation involving monetary restitution for all fish and wildlife killed. Correspondence is also present. Disclosure may be affected by IC 5-14-3-4(b)(1)(2) and (6). Retention based on IC 34-11-2-6.	MICROFILM according to 60 IAC 2 on receipt, or as soon as possible for already existing records. TRANSFER original negative roll to the INDIANA ARCHIVES, for permanent archival retention. MAINTAIN hard copies in agency for research convenience.
4	82-482	ENVIRONMENTAL REVIEWS Contains maps, environmental impact, impact statements, correspondence to/from county and/or other local officials and the Louisville and Detroit Districts of the U.S. Army Corp of Engineers plus photographs of local road and bridge projects needing environmental reviews. Five (5) year retention based on 30 CFR 330.6, (07-01-96 Edition), with and additional two (2) years for the administrative need to this section of the Division of Fish and Wildlife.	TRANSFER to the RECORDS CENTER one (1) year after completion of the environmental review. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives TRANSFER: Seven (7) years after completion of the environmental review.
5	85-282	USED 1-DAY FISH LICENSES The license purchaser retains the top portion and the Division of Fish and Wildlife retains the carbon copy of the license as a receipt. Retention based on IC 34-11-2-6.	TRANSFER files for accounts that have a zero (-0-) balance to the RECORDS CENTER at the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years in the RECORDS CENTER.
6	85-284	UNUSED SPORTS STAMPS These sports stamps have not been distributed to agents to be sold; the balance are sold to stamp collectors after the year of issuance.	TRANSFER one (1) stamp of each variety to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	85-470	REGISTRATION OF POSTED SIGN All signs posted by property manager other than those required by law must be registered with signed approval by the Directors of the Fish and Wildlife Division, Law Enforcement Division and the Department.	DESTROY one (1) year after the posted sign has been destroyed.

8	85-472	DRAINAGE ASSESSMENT Shows DNR's percentage of the charge for use of the counties' drainage systems. A county assessor in an affected county would also retain a copy.	DESTROY after two (2) years.
9	85-473	HISTORIC PRESERVATION PERMITS This record series typically consists of an application letter to and a permit letter from the Historic Preservation and Archaeology Division for such archaeological clearances. Arranged by property.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, two (2) years after completion of the project.
10	85-477	ST F & W AREAS PUBLIC USE RECORD BY EFFORTS, NO SF NUMBER SHOWN These are monthly statistical reports on public use of fish and wildlife properties.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after two (2) years.
11	85-479	APPLICATIONS FOR PERMITS TO WATER DIVISION Application for Approval to Change Shoreline of Bed of Public Fresh Water Lake (no State Form Number shown) and Permit application for Construction in a Floodway, State Form 42946. Permits and applications arranged in folders by property.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, two (2) years after completion of project.
12	85-480	APPLICATIONS FOR DEPT OF THE ARMY PERMIT Section 404 of the Clean Water Act permits and applications; arranged by property.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, two (2) years after completion of the project.
13	85-485	SPECIAL EVENTS (APPLICATIONS AND PERMITS) Includes application and permits for special events to be held on lands owned or leased by the Department of Natural Resources. Examples could be archery tournaments, fishing tournaments, reunions, or weddings. Typical file contains an application, permit, and liability release. No fee required.	DESTROY one (1) year after completion of the special event.
14	86-266	FISH MANAGEMENT SURVEYS These surveys include Lake Survey Reports, State Form Number 24753, Stream Survey Reports, State Form Number 1910, and Creel Survey Data Processing Form, State Form Number 4484. Lake and stream survey reports give the name, location, physical and chemical characteristics, fish stock and plant life. Creel survey reports give the number of fish caught. These surveys are done as scheduled or as needed, and maintained in the property office where the survey was created. These surveys are deemed valuable and important records for research and development. The Fish and Wildlife Division staff state that this biological record of species is not found anywhere else in this state. These records are used to determine long-term changes from a naturalist point of view, indicate environmental enhancement or degradation over time, and provide, in many cases; the only biological records in many Indiana waters.	OUTPUT electronic Fisheries Information System (FIS) to Computer Output Microfilm (COM) annually; TRANSFER COM to the INDIANA ARCHIVES for permanent archival retention.
15	86-284	STRATEGIC PLAN A strategic plan is prepared for a species or a program. It may include strategic work plans and work plan evaluations. A new five (5) year plan with goals and objectives is prepared every five (5) years.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles ten (10) years after updated.
16	86-314	REGISTERED SIGNS This is the actual sign. Record Series Number 85-470 on page 10 is the document used to register the sign with the property manager.	Notify Central Office when updated, then DESTROY outdated version.
17	86-315	HUNTING PERMIT & RELEASE FROM LIABILITY/ WAIVER OF CLAIMS AGAINST U.S., SF 1354 Request for persons to use the Atterbury Reserve Forces Training Area. Retention based on IC 34-1-2-2 (1), (1993 Edition)	DESTROY after two (2) years.

18	86-321	SHOOTING RANGE INSPECTION REPORTS, NO SF NUMBER SHOWN Biweekly inspections by property personnel for cleanliness and safety. Retention based on IC 34-1-2-2 (2), (1993 Edition)	DESTROY after two (2) years.
19	89-103	HARVEST RECORDS Series contains questionnaires and season summaries to collect harvest information on various kinds of wildlife (SF 30709, 40627,40628,28405,28421,13397,24706 1171,1172,28196,28195,& 24385). Data is entered into a computer and referenced in the Indiana Statewide Wildlife Research Report and other research reports. Data used for reference purposes for ten (10) years.	DESTROY the hard copies after information is transferred to a machine readable format. DESTROY machine readable format after ten (10) years.
20	89-104	LANDOWNER - TENANT SPECIAL DEER HUNT APPLICATION (SF 20929)	DESTROY one (1) year after issuance of special license.
21	92-66	COMMERCIAL INLAND FISHERIES REPORTS This is a property-level report retained only at that level.	DESTROY ten (10) years after the year the reports were tabulated
22	92-68	INDIANA RECORD FISH AND FISH OF THE YEAR Records include entry blanks and photographs for both programs.	MICROFILM according to 60 IAC 2 on receipt, or as soon as possible for already existing records. TRANSFER original negative roll to the INDIANA ARCHIVES, for permanent archival retention. MAINTAIN hard copies in agency for research convenience.